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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25, D. C.

FIELD MEMORANDUM SCS #1111

Re: Care in the Handling and
Expenditure of Government
Funds

October 15, 1945

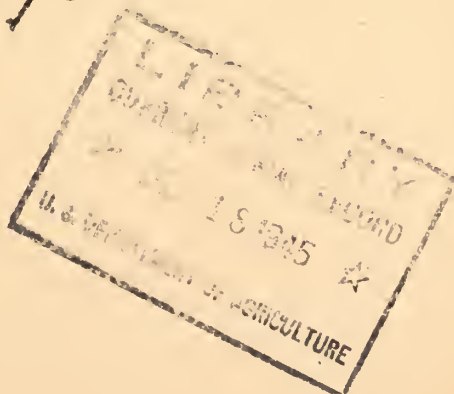
TO ALL RANKING FIELD OFFICERS:

The attached Memorandum No. 1128 of September 25, 1945, from Secretary Clinton P. Anderson, which quotes a message from the President of the United States, clearly indicates the constant need for exercising extreme care in the handling and expenditure of public funds.

The necessity of strictly following the procedures and policies prescribed for the proper usage of funds should be emphasized. This will help to eliminate the possibility of fiscal irregularities or other unfavorable occurrences that would be harmful to the Service or the individuals concerned or both.

We do know that our Service has strong fiscal controls which are constantly being reviewed in an effort toward their betterment. It has been reported to me that outstanding exceptions from the General Accounting Office on payments made from all appropriations for all years the Service has been in existence now total only a few hundred dollars. These, it is understood, can be cleared in a short time. This indicates that the Soil Conservation Service is fully aware of its responsibilities and expends its funds for the purposes for which appropriated in strict accord with the dictates of the Congress.

J. C. Sykes
Acting Chief



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 25, 1945

MEMORANDUM NO. 1128

Care in the Handling and Expenditure of Government Funds

There is quoted below a message from the President to the Heads of the Departments and Agencies of the Federal Government:

"Throughout the war period I have been concerned with the necessity of extreme care in the handling of government funds, especially when expenditures are at such unprecedented levels and so many officials are charged with disbursement of these funds. I am certain that you share my satisfaction that there has been so little evidence of abuse, and that you also share my strong desire that this good record shall be preserved.

"Therefore, I am asking you and the other Department and Agency heads to express and underscore my determination to insure the most exacting review of expenditures in every instance where there is the slightest ground to suspect either misuse or careless handling of government funds. Any such instance should be investigated promptly and, where appropriate, a vigorous disciplinary action should be invoked. I trust that you will transmit this message to your staff and supplement it with appropriate instructions of your own."

As you know, the policy expressed by the President has been the continuing policy of this Department as reflected particularly in Department Regulations 2912, 2913, 3113, 3116, 3172, and other pertinent regulations and memoranda.

This is a good time for us to check and reappraise our organization and staffing, and our fiscal and administrative procedures and requirements, to make sure that our controls are adequate in design and effective in operation, all down the line. Accordingly, the head of each agency is requested to arrange for an immediate review of the existing situation in his organization to determine whether the requirements and procedures presently established (1) are adequate to prevent the misuse or careless handling of public funds, (2) meet the fiscal responsibilities placed upon bureau chiefs and delegated in turn to other officials, and (3) are in accord with the requirements of law and the policies of the Department as expressed in the regulations and various memoranda. Corrective action should be taken immediately if determined to be necessary in meeting these requirements.

In addition, adequate inspection and reviews of operations, both Washington and field, are necessary as a "follow through" process to determine that procedures and requirements are being adhered to, insure that only proper and necessary expenditures of Government funds are being made, and see that any misuse of Government funds is promptly investigated and reported for required action.

In the interest of the Department and its employees, bureau chiefs are requested to see that bureau personnel are acquainted with Department Regulation 3116 which includes the requirement that "Any employee who has reason to believe that any ... irregularity, falsification, discrepancy, or claim exists will report it either directly, or through the chief of bureau to the Secretary for appropriate action."

In the event such bureau reviews indicate the necessity or desirability of modification or strengthening of either Department or over-all Governmental requirements or procedures involving the handling or expenditure of public funds, such items should be promptly brought to the attention of this office, for appropriate consideration and action.

The President's message shall be sent to all officials in Washington and the field.

/s/ Clinton P. Anderson

Secretary